

CHIEF PUBLIC DEFENDER INVESTIGATOR
(Unclassified Management)

DEFINITION:

Under administrative direction, to plan, coordinate, and direct the investigation program of the Alternate Public Defender, and Public Defender; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated to the Alternate Public Defender's and Public Defender's Offices. Incumbents have significant responsibility for formulating policies, and managing the overall activities of the public defense investigation program. The incumbent may perform the most sensitive investigations that have significant legal implications and/or a high degree of publicity.

EXAMPLES OF DUTIES:

Plan, direct, organize, and coordinate the activities of a large staff of investigators providing support to attorney's in the defense of a wide range of criminal cases; supervises and directs the training, supervision, and utilization of investigators and associated personnel; authorizes, directs, and may participate in sensitive investigations that have legal significance or high public exposure; develops and implements investigative procedures within the Public Defender's Office; reviews, evaluates, and authorizes investigative reports; oversees and coordinates the compilation and maintenance of investigative records and reports; coordinates, schedules, and reviews the work of investigative personnel; performs administrative surveys of investigative operations; compiles and makes budget estimates of investigative operations; evaluates various types of evidence; advises attorneys on physical evidence matters; assists attorneys in the preparation and presentation of defense evidence and testimony; acts as a liaison with law enforcement agencies, media, outside public and private agencies, and provides information to County departments, courts, the public, and agency representatives on investigations information; may testify in court as an expert investigative witness; and facilitates locating, serving of subpoenas, and court appearances of defense witnesses.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The General Management System in principle and in practice.
- Principles, methods, and techniques of criminal investigation including: gathering, preserving, and presenting evidence, basic identification techniques, and methods of operation.
- Methods and use of scientific investigative equipment.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedure.
- Interviewing techniques.
- Principles of supervision and training.
- Principles and theories of public administration, including: general administration, human resource management, fiscal management, and accounting.

Skills and Abilities to:

- Plan, direct, organize, and coordinate the activities of a large staff of investigators providing support to Deputy Public Defenders in the defense of a wide range of criminal cases.
- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and to make recommendations.
- Develop and implement departmental investigations policies and procedures.
- Prepare, review, and evaluate comprehensive reports on investigations.
- Ensure that the division's activities conform to applicable State and Federal laws, rules, and regulations.
- Obtain information through interviews.
- Develop the divisional budget, and monitor expenditure transactions.
- Prepare executive-level correspondence and reports.
- Operate various scientific investigative equipment.
- Establish and maintain effective working relationships with employees, other criminal justice agencies, courts, and the general public.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate the possession of the knowledge and skills listed above. An example of qualifying education/experience is: The possession of a bachelor's or associate's degree in criminal justice, police science, or a closely related field, AND five (5) years of experience performing a variety of criminal field investigations, of which three (3) years must have included supervising a criminal investigation unit, direct investigative experience with serious felonies, homicides, and capital offenses, and presentation of evidence in a non-military court.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

The incumbent must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Prior to appointment, applicants will be subject to a thorough background check.